

Southwick Public Library Board of Trustees Meeting Minutes

February 8, 2022 7:00 PM

Present: Michael McMahon (Chair), Tammy Ciak-Bissaillon, Cindy Warner, Jennifer Belden, and Lynn Blair (Library Director), Maria Gallo

The regular meeting of the Southwick Public Library Board of Trustees was called to order at 7:00 P.M.

Public Comments: No public comments

Communications:

- Emergency policy is still in planning stages – work with the school resource officer to do dual trainings
- Staff meeting (ZOOM) next Wed, 2/16/22 @11 A.M. – quarterly check in; STATISTICS look AWESOME! – Tammy wants to join to thank staff (Lynn will share ZOOM link)
- March 9, 2022 – Greater Westfield Chamber of Commerce business night is being hosted here; hor d'oeuvres will be served (5-7:30-ish)
- Molly – Kid's room is creating teaching kits (already put together Magnets, Basic Math Skills, & Motion) – hands on activities, books & DVDs; working on Early Literacy, Art, & Coding kits
- We made it to the front page of the Westfield News
- February 22 – Historical Society presentation on local history
- Found map of the cemetery (4 ft x 2 ft) – would be AMAZING to frame (state aid \$? - \$400-450) – thinking to hang it in the hall across from bathroom

Meeting Minutes:

- January minutes will be available at the March meeting
- Director's Report:
- Lynn presents the January statistics. Lynn reports statistics are AMAZING!! Circulation was at 4,646 which is comparable to SUMMER circulation!! WOOHOO!!
- 27 new cards – very busy around here ☺
- Agawam doesn't expect to open until April/May but we don't think that it is the biggest reason, but people are enjoying it and planning to come back!

Old Business:

- Still working on LSAT grant
- Ordered tables & chairs for the study spaces
- Did the line speed update – no connectivity issues since with CWMars (especially with the increase in circulation numbers!)

New Business:

- Shurtleff Children's Services Inc. grant – requesting technology for the children & teen areas
- Sarah Gillet services for the Elderly grant – magnifiers/lamps, assistive technology for reading
- Budget was submitted for 2023

- Jim Middleton from the town contacted Lynn to discuss centralizing HVAC – which comes to about \$365/month; Lynn is talking to the accountant to figure out where this is going to be budgeted from; but this is a significant expense to be added to the library budget especially when the budget had already been submitted – we will revisit with more details next month
- Library budget review is scheduled for Saturday, March 19, 2022 @ 8:45 A.M. at Town Hall (hybrid)
- Inter-library loan policy update – we can currently able to request items from out-of-state but it is becoming more and more frequent – and as it is becoming more frequent, it has become more expensive – proposal to require patrons to cover the shipping fees; would have to be cash
 - MOTION TO CHANGE POLICY BY Jenn Belden; seconded by Cindy Warner – motion passes unanimously
- Town Report was submitted to the town covering annual events to be presented with the budget
- Survey is being put together for April delivery to the public – will be ready for review at the March meeting (paper & virtual versions will be made available)
- Friends of the Library bought 2 canopy tents for programs; and a metal detector & power washer for “things library” – maybe bring in local metal detecting enthusiast Jeremiah Ferris to do a program?

Adjournment: Maria makes a motion to adjourn. Unanimously approved. The next meeting will be held on March 8, 2022.